Quick Reference Guide - Making a Request in PMP AWAR_xE

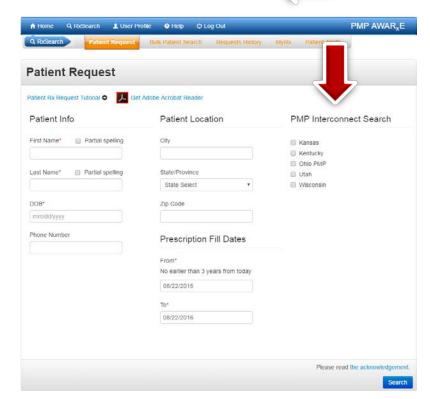
1. Go to the PMP AWAR_xE login page (https://arizona.pmpaware.net/login). If a password reset is needed, use the "Reset Password" link.

♠ Home

- 2. Once you're logged in, select the **RxSearch** tab, then choose **Patient Request**.
- 3. Enter search criteria.

At a minimum, you must provide:

- First name (full or partial*)
- Last name (full or partial*)
- Date of birth (must be in MM/DD/YYYY format)
- Prescription fill dates (must be in MM/DD/YYYY format)
- **4**. Click **Search** at the bottom of the screen to submit your request.
- 5. Matching patient history will now display. If *multiple patients* are identified, you will be presented with the option to *refine your search* by providing additional search information or you can select a *single, multiple, or all returned patient groups* to include in your patient prescription request results.



User Profile

O Log Out

- **6**. Click on "Run Report", the patient prescription results will be displayed.
- **7**. Print form by clicking on the PDF button or convert the form to a CSV (Microsoft Excel) file. You may retrieve your searches and the search results of any delegates by clicking on the **Requests History** tab.

Search Tips:

- *Partial Spelling: Using Partial Spelling can be helpful for hyphenated or commonly abbreviated names (Will vs. William). At a minimum, enter the first three characters of the patient's first and/or last name.
- Prescription Fill Dates The maximum time period for your search is 60 months.
- **PMP Interconnect Search** allows you to search other participating state databases for the patient's records.
 - To improve the likelihood of finding a specific patient:
 - For out-of-state searches Limit your search criteria to only the required fields.
 - For in-state searches In addition to the required fields, include additional details such as ZIP code.